

## **Guidance for the NCI National Research Service Award (NRSA) Fellowship award termination requirements**

The Termination Notice is required to be submitted via the eRA Commons, [xTrain](#) database and serves as the **final progress report** (RPPR) for **all** individual NCI NRSA fellowship awards. NRSA fellowships **do not** require an additional RPPR to be submitted in their final year of funding.

For the **F30/F31** award a Termination Notice is required either when:

1. all institutional doctoral degree requirements (or dual degree for F30 awardees) have been completed; or
2. the F30/F31 project end date listed on the [Notice of Award](#) (NoA) has arrived (whichever comes first).

For the **F32** award a Termination Notice is required either when:

1. the F32 project end date listed on the [Notice of Award](#) (NoA) has arrived; or
2. the fellow plans to terminate early (whichever comes first).

All NRSA fellowship awardees are required to submit a Termination Notice within **30 days of the conclusion of their award funding**.

### **Termination Notice instructions:**

Please work together with the applicant organization's grants office and fellowship sponsor to submit the termination request in the eRA Commons, [xTrain](#).

The NIH provides detailed instructions for how to [initiate a Termination Notice](#) and how to [initiate an early termination](#). The [xTrain user guide](#) also provides step by step instructions for initiating a new termination.

As stated above, the Termination Notice serves as the final progress report and the fellow is required to include their summary of training, career development or research education received, and the research undertaken during the fellowship or appointment period, as well as describe how it furthered their career. List any publications resulting from the research during this period. If applicable, list any awards received, including career awards pending and received. Additionally, if a fellowship is being terminated early, indicate the reason for early termination.

Provide the summary of training in the appropriate text box (2000 characters maximum) - see screenshot below; if more space is needed, there is an option to upload the summary as a PDF file.

Termination Date and Business Official submitting the Termination Notice to NIH

Termination Date: 07/31/2016 [Modify Termination Date](#) Business Official: [Select BO](#)

Total Kirschstein - NRSA Support Under This Award

Support Year	Start Date	End Date	* Amount of Stipend/Salary	Standard Stipend Amount	ARRA	Number of		Status
						Months	Days	
Year 28	08/01/2015	07/31/2016	22920.0			12	0	Accepted
Totals:			22920.00					

Training Received

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List grants and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)

- OR -

Upload PDF File [Browse...](#)

Post Award Information

Activity	Organization	Type of Position
<input type="radio"/> Further Education/Training	<input type="radio"/> Academic	<input type="radio"/> Student
<input type="radio"/> Teaching	<input type="radio"/> Industry	<input type="radio"/> Resident/Clinical Fellow
<input type="radio"/> Research	<input type="radio"/> Government	<input type="radio"/> Postdoctoral Researcher
<input type="radio"/> Administration	<input type="radio"/> Hospital	<input type="radio"/> Research Scientist (non faculty)
<input type="radio"/> Clinical Practice	<input type="radio"/> Non-profit	<input type="radio"/> Faculty: Tenure-Track
<input type="radio"/> Unknown	<input type="radio"/> Unknown	<input type="radio"/> Faculty: Other
<input type="radio"/> Other <input type="text"/>	<input type="radio"/> Other <input type="text"/>	<input type="radio"/> Clinical Staff/Private Practice
		<input type="radio"/> Unknown
		<input type="radio"/> Other <input type="text"/>

Additional information regarding the termination requirements can be found in the [NoA](#).

If additional technical assistance is needed for using xTrain, please contact the [eRA Commons Help Desk](#).

Please contact [Ms. Teresa Quinones-Saadipour](#) if the eRA Commons Help Desk cannot resolve concerns and/or questions regarding the Termination Notice.